

LBNL Registration Form Instructions

LBNL maintains separate DEA registrations for the Hill, Berkeley West Biocenter, JBEI, and Donner buildings. In addition, LBNL has a responsibility as an institution to maintain knowledge of the controlled substances within its jurisdiction. To that end, we require a site-specific registration form so that the EHSS Program Administrator can be aware of all activities using controlled substances. A current LBNL registration form must be on file with the EHSS Program Administrator in order to acquire controlled substances.

If this substance will require the authorization of the Human or Animal Use Committee, this authorization must be completed first.

Instructions:

When you have completed the form, email a pdf to the EHSS Program Administrator , Dan Best, dgbest@lbl.gov

Name of Project: Provide a name for the project that will use controlled substances.

Division: The Division under whose authority this work is being conducted.

Location: This is the location where the work will be carried out. Provide building and room number.

Controlled Substance Custodian : This is the name of the primary person in charge of directing the use of the controlled substance and will be required to meet all DEA regulations.

List of controlled substances: List all controlled substances to be used in the project named above. If you need additional space, attach additional pages with the Project Name at the top of each additional page. Refer to <http://www.deadiversion.usdoj.gov/schedules/index.html> for a list of controlled substances and their assigned schedule. All orders are approved by the EHSS Program Administrator . If a substance is not listed on the registration, the order will not be approved.

Schedule: This is the specific schedule noted in the web site on the form (Schedule I,II, III, IV, or V). If you wish to order a Schedule I substance, please contact the EHSS Program Administrator before proceeding as Schedule I substances require additional DEA authorization.

Quantity ordered: This is the amount you intend to order. It will be matched up with the order you place to assure that the quantities match. If you need additional quantities at a later date, provide an update to this form and send to the EHSS Program Administrator .

Exempt chemical preparations: Please review the list as these are substances that are exempt from DEA regulation. If a substance on this list can be used, you need not proceed with this form.

Describe use: Each vendor of a controlled substance is required to have a statement from the person ordering the controlled substance on its intended use. "Will be used in research" or similar language is not acceptable.

Storage Location: Building and room number where the controlled substance will be stored.

Storage configuration: Describe the storage cabinet/safe you intend to use. This may require a site visit by the EHSS Program Administrator to verify and approve. Send information prior to ordering the cabinet/safe to assure it meets the requirements. See “Guidelines for the Storage of Controlled Substances” on this web page for suggestions.

Signature: This is the signature of the person named at the top of this form. This is the name of the primary person in charge of directing the use of the controlled substance and will be required to meet all DEA regulations.

All persons that will have direct access to the material must complete the Employee Screening Form. Direct access means the person will be able to receive, manipulate, handle, conduct experiments with, or have access to the key or combination to the storage safe or cabinet.

If the person is unwilling to answer, or answers “Yes” to one or both of these questions, they may be unable to work with controlled substances. Contact your HR partner for more details.